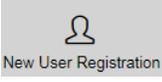


User Registration

Objectives: At the completion of this section, the learner will know the:

- Process for registering each user at active ImmPRINT sites
- Different user types in ImmPRINT
- Steps to updating a user's profile

After an ImmPRINT site is initially activated and trained, new staff at those sites will need to register as a user. It is recommended ImmPRINT users to be personnel who enter, review, document, administer, and/or authorize patients' immunization information in your practice. Staff members designated to be ImmPRINT users should go to the ImmPRINT home page and select  to begin the registration process. The first thing you see will be a

Memorandum of Understanding (MOU). Print this document for your records. Once reviewed select "Accept" to agree to the terms. Please review the message box that appears,

prior to proceeding.

If you had an ImmPRINT account at anytime in the past, do not register for a second time. Please contact 1-800-469-4599 or 334-206-5023 to reactivate your account.

Do not register if a user has ever registered as an ImmPRINT user before. The ICM will search to see if a user has registered before for another site. Only new ImmPRINT users should select "OK" and continue registering.

The registration form is divided into three sections: "User Information", "Primary Site Information", and "Login Information". Complete all fields, but take note of some important instructions within each section.



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User Information

Do not check the electronic health record (EHR) Vendor box, unless you work directly

Check here if you are working directly for an EMR vendor

for a vendor.

Primary Site Information

ImmPRINT acknowledges three types of users: medical authority, vaccinator, and user. Refer to the text box for clarification on these user types.

New User Registration

Fields marked with an asterisk (*) are required.

Ⓞ Medical Authority - Can authorize a vaccination | Vaccinator - Administers vaccinations | User - Uses ImmPRINT application to enter or read vaccination information
Ⓞ Use full legal name. Do not use shortened versions, nick names or abbreviations

Some users will function in one, two, or all three user types. Therefore, ImmPRINT allows a user to register with multiple types. See the drop down box below.

Medical Authority/Vaccinator/User*

<--Select-->

<--Select-->

User

Medical Authority

Medical Authority / User

Medical Authority, Vaccinator / User

Medical Authority/Vaccinator

Vaccinator

Vaccinator / User



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Login Information

When entering a new password, please ensure your password follow the password requirements.

Password must be a minimum of 8 characters and contain at least 3 of the following

- Uppercase characters
- Lowercase characters
- Digits (0-9)
- Nonalphanumeric characters: (~!@#%&* _-+=~\0{}[]:;<>.,?/)

Preferred Login ID*

Password*

Confirm Password*

Activation

At the completion of a new user registering, the following message box will appear

Please have your Site Administrator activate your account. If problems arise during this process please call 1-800-469-4599 or 334-206-5023

OK

Instructions on the process for SAs to activate new users are discussed in the “Site Administrator” section of this manual.

User Profile Update

The user is responsible for ensuring their user profile is current and up to date. If a user’s information (name, email, phone number, etc.) ever changes, the user should log into ImmPRINT, select “Maintenance” and “Profile Update”. Click on their name and the “User Details” page opens. Change the applicable information and select “Update” at the top of the page.



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